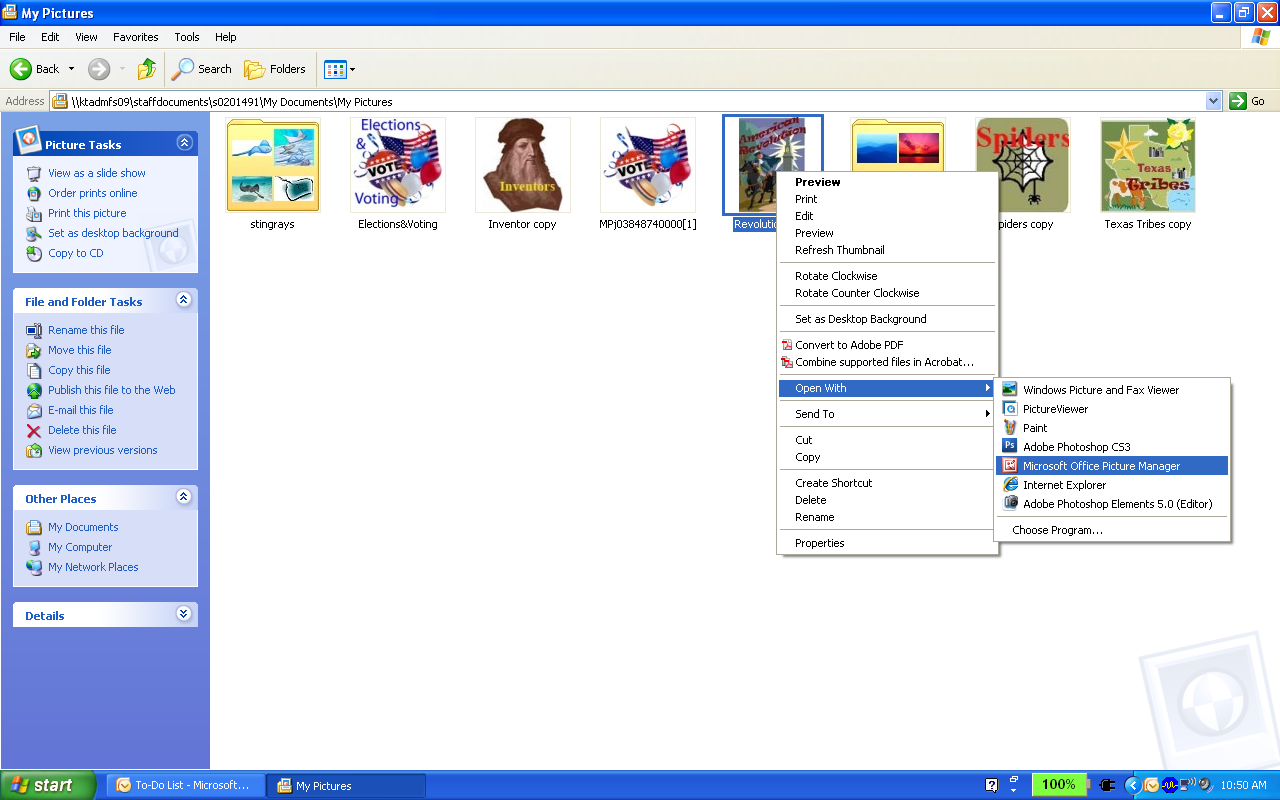
Microsoft Picture Manager – Editing Pictures

To open it:

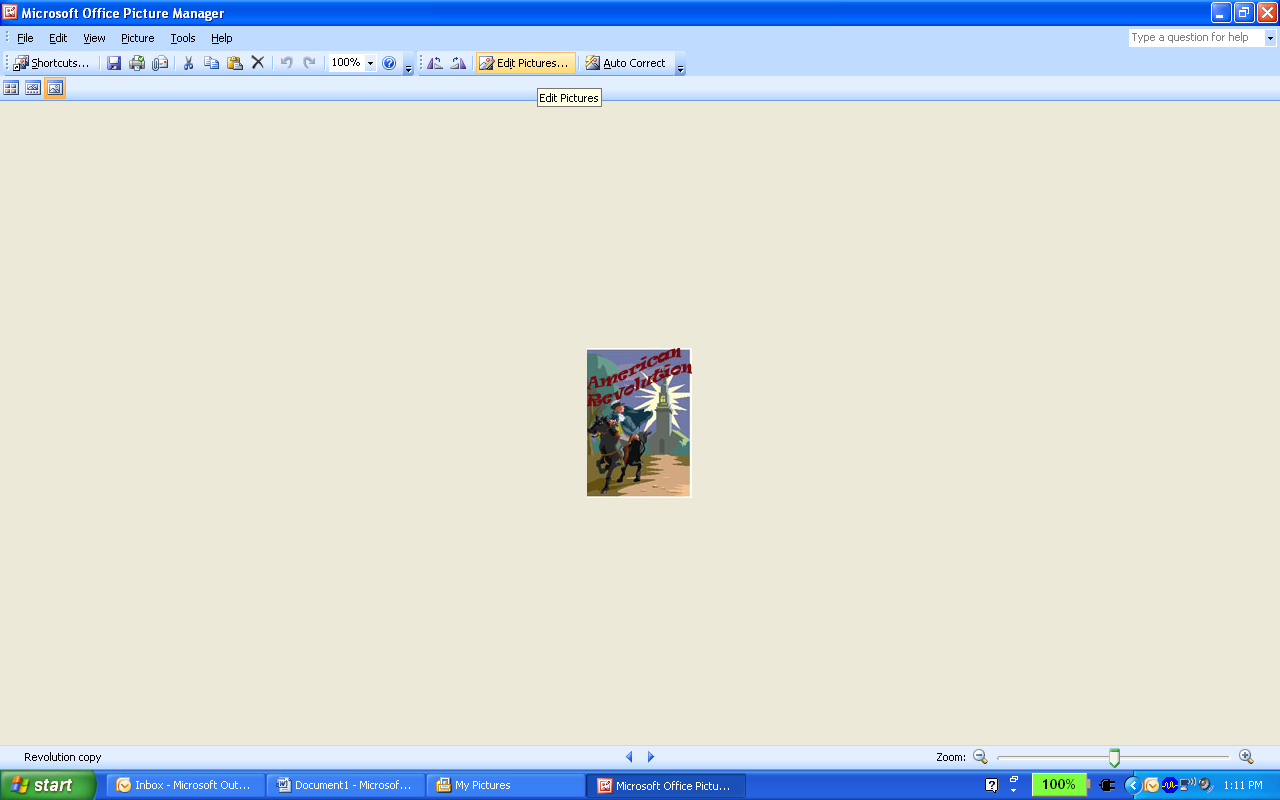
Right-click on a picture.

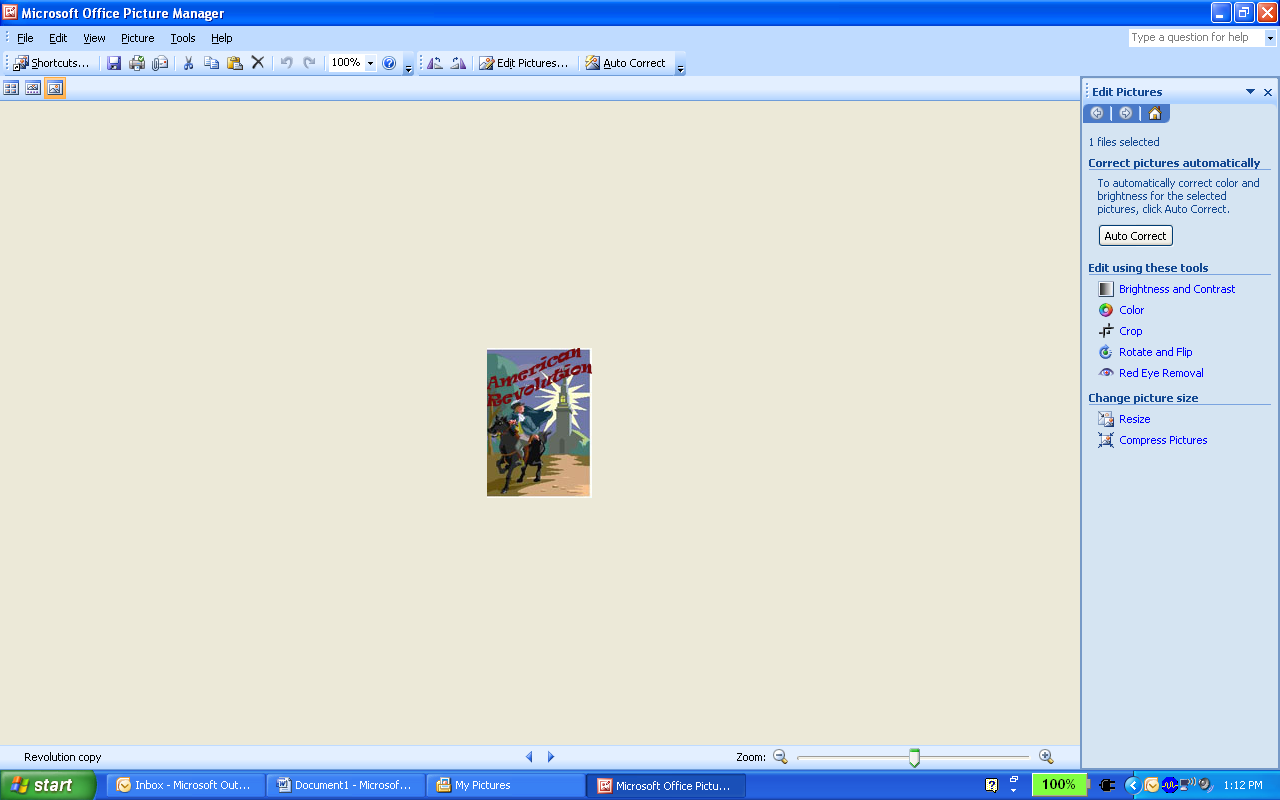
Choose Open With.

Choose Microsoft Office

Picture Manager.

Choose Edit Pictures





Now you’ll use the task pane to the right for everything:

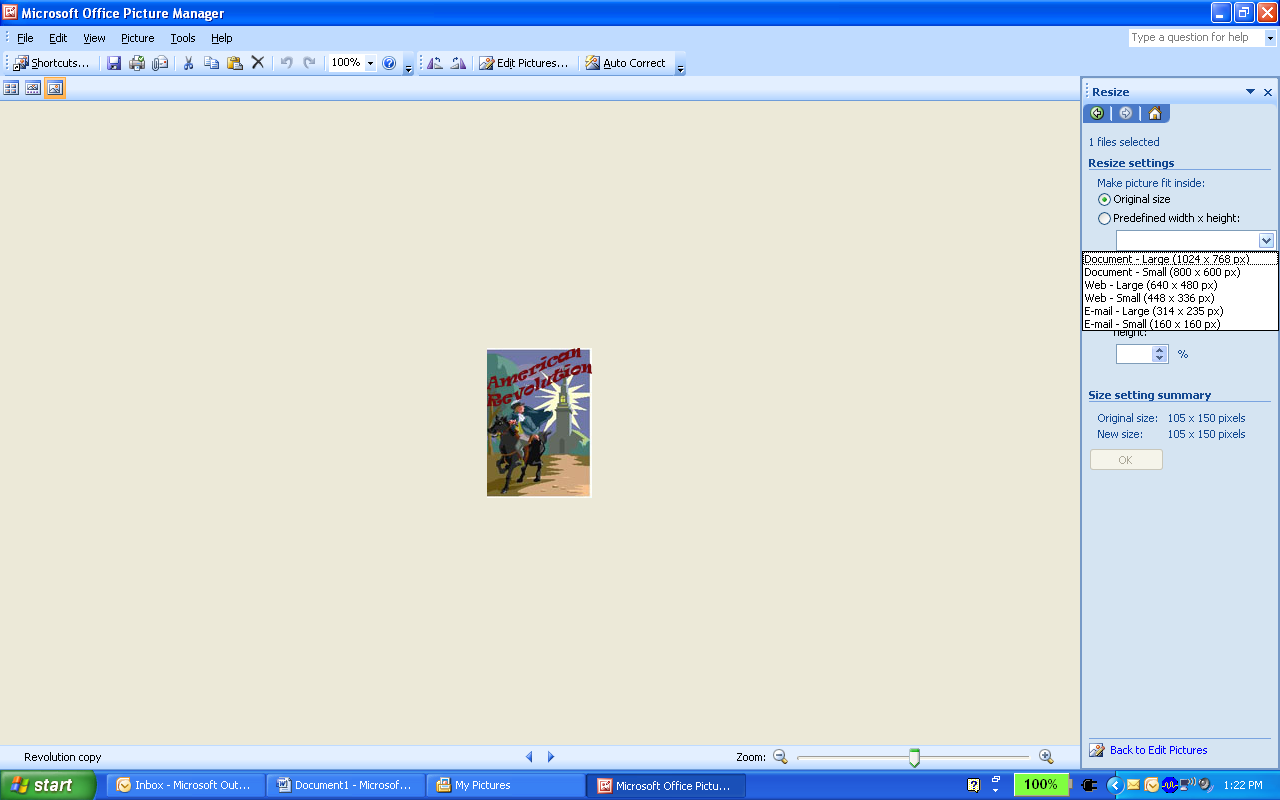
**Auto Correct**: fixes a lot of color and brightness mistakes.

**Crop:** If you want to chop away part of the photo

**Resize**: reduces the size so that it’s an appropriate size for web pages, etc.

**Compress Pictures**: Reduces the file size. Important especially with newer cameras

because the file sizes can be HUGE.

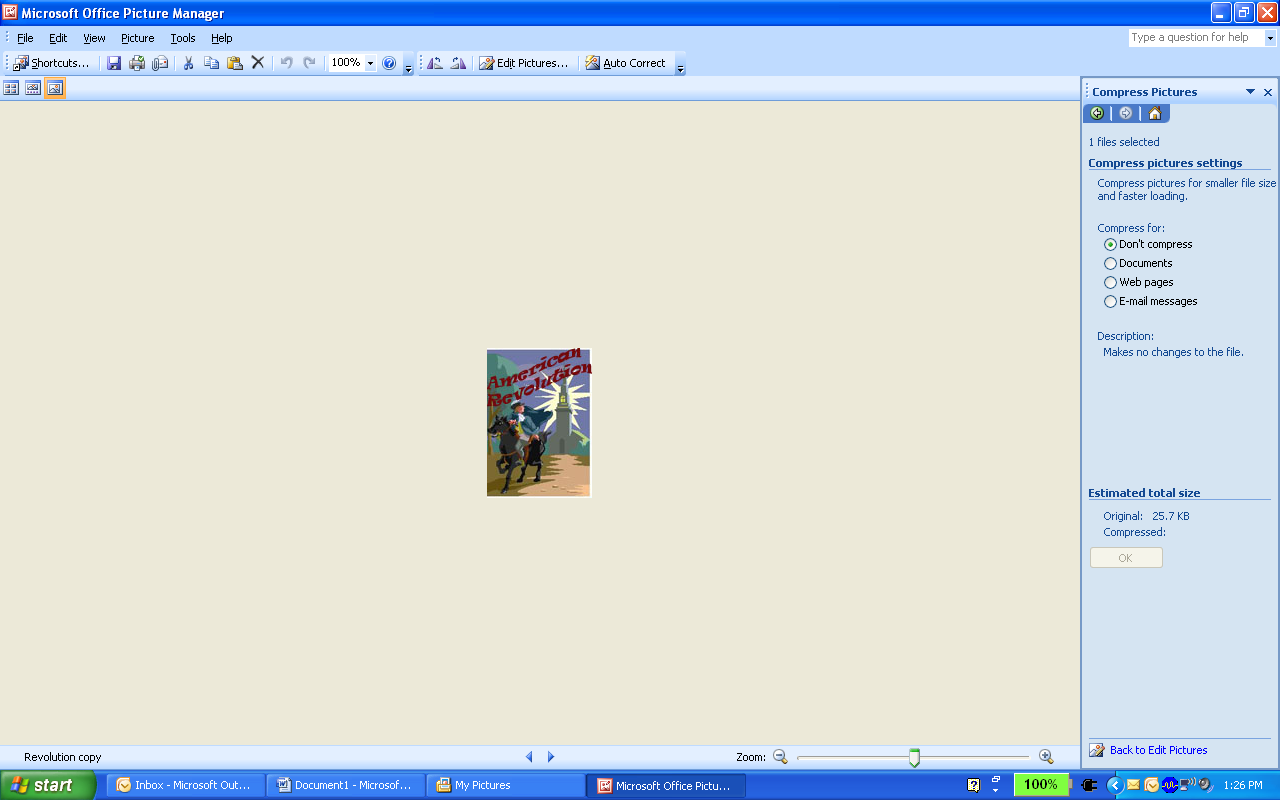
When you choose **Resize:**

Use the drop down choices for a quick and easy way to change the size.

OR you can designate a Custom width and height

OR a % of the original size

Once you’ve chosen the size, click the **OK**.



Now return to **Edit Pictures**

If you need to **Compress** a picture:

Choose an option

Click **OK**